

Administrative Order



Administrative Order No.: 4-76

Title: Election Board and Support Personnel Compensation Schedule

Ordered: 9/8/2005

Effective: 9/18/2005

AUTHORITY:

Section 4.02 of the Miami-Dade County Home Rule Amendment and Charter.

SUPERSEDES:

This Administrative Order supersedes previous Administrative Order 4-76, ordered September 26, 2002 and effective October 6, 2002.

POLICY:

The conduct of elections requires, in addition to the efforts of Elections Department employees, the supplemental services of non-County and other County personnel. The purpose of this Administrative Order is to formally establish the compensation schedule for members of the precinct election board and other support personnel.

The Administrative Order also provides the Supervisor of Elections limited authority, with the approval of the County Manager, to modify the compensation schedule for all categories of election support personnel, as necessary, including compensation for required training. Compensation rates may adjusted by up to twenty percent of the rates established herein if at least one of these conditions is met: 1) The Elections Department experiences difficulty recruiting pollworkers and deems this difficulty to be related to compensation rates, or 2) The Elections Department makes substantial modifications to job duties. Any modifications to the compensation schedule must be made before employees begin working for a particular election cycle.

DEFINITIONS:

Pollworker: Clerk (including Clerk 1 and 2), Assistant Clerk, Inspector and Poll Deputy

Clerk 1: Clerk 1 is responsible for one precinct.

Clerk 2: Clerk 2 is responsible for two precincts (a "same board" precinct).

Inspector: Pollworker who checks in voters, activates voting equipment and/or demonstrates the use of voting equipment.

Poll Deputy: Person hired by the Supervisor of Elections to maintain order outside of the polling location.

Supervisor of Elections: Chief constitutional election officer in the County, who is legally responsible for the administration and operation of an election and compliance with all federal, state and local election laws, procedures and policies.

Election Specialist: Person assigned to support the Elections Department. This individual may be assigned to a polling place on Election Day and is responsible for activating, deactivating and troubleshooting the election equipment. The Election Specialist at a precinct is also responsible for accessing the County's voter registration rolls for the purpose of verifying voter eligibility. Alternatively, an Election Specialist may be assigned to the tasks Day Election Support or Night Election Support, assisting with functions including, but not limited to, distribution, collection and help desk functions.

Administrative Troubleshooter: Person assigned to a number of precincts within a particular geographic territory who monitors precincts throughout Election Day and responds to address administrative and technical issues as needed. Only County employees are eligible for assignment to this position.

Stand-by: Additional pollworker who is hired and trained for the specific purpose of being available to work on an as-needed basis. When a stand-by is assigned, that individual receives the compensation for the assigned position.

Election Day: Includes the voting period of 7 a.m. to 7 p.m. (unless extended by the Governor of Florida), pre-opening setup procedures prior to 7 a.m. and post-election closing procedures subsequent to 7 p.m.

PROCEDURES:

Compensation

All personnel serving the Elections Department in the classifications covered by this Administrative Order are paid flat fees for their services, including pro-rated fees for Monday evening set-up, when applicable, and a fee for attending mandatory training classes, as detailed in the attached payment schedule.

Absence from Regular Duties

County employees who perform services for the Elections Department within the classifications covered by this Administrative Order, and who have the approval of their immediate supervisors to do so, are to be granted administrative leave for the absence from their departments on any day during which they serve the Elections Department in their assigned capacities and any *portion* of a day during which they attend mandatory training classes.

Vehicle Use

All personnel appointed as Clerks, including County and non-County employees, receive mileage compensation in accordance with the State of Florida auto mileage reimbursement rate.

County personnel appointed as Administrative Troubleshooters are required to use County vehicles, with which they are provided.

Additional Responsibilities

All staff supporting the Elections Department are expected to comply with Department requirements including attendance at applicable training sessions; the issuance, acceptance and return of laptop computers, mobile phones, and other equipment necessary to perform their respective functions. They are responsible for the security of this and other equipment within their purview, and they are responsible for maintaining contact with (or, when applicable, reporting to) the Department's Election Central phone bank.

This Administrative Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

George M. Burgess
County Manager

Payment Schedule for Election-Related Duties

COUNTY EMPLOYEES – JOB BASIS

| Position | Flat Fee (per Election Day – 14-hour rate) |
|-------------------------------------|---|
| ELECTION BOARD | |
| Clerk 2 | \$154.50 |
| Clerk 1 | \$133.90 |
| Assistant Clerk | \$103.00 |
| Inspector | \$87.55 |
| Deputy Sheriff (Poll Deputy) | \$87.55 |
| Standby | \$15.45 |
| Election Specialist (ES) | \$123.60 |
| Administrative Troubleshooter (ATS) | \$133.90 |

- Employees involved in opening procedures on the Monday night prior to an election receive a pro-rated fee based on four hours of a the 14-hour daily rates listed above. These pro-rated Monday night fees are:
 - Clerk 2: \$44.14
 - Clerk 1: \$38.26
 - Assistant Clerk: \$29.43
 - Inspector: \$25.01
 - Deputy Sheriff (Poll Deputy): \$25.01
 - Election Specialist (ES): \$35.31
 - Administrative Troubleshooter (ATS): \$38.26
- Employees in all classifications listed above are paid an additional flat fee of \$15.45 for attending a mandatory training session.
- County employees working at Early Voting sites receive the Election Day fee per day up to a maximum of \$300 per election cycle.
- Job basis employees are excused from their regular County assignments for any day during which they provide services to the Elections Department and for *portions* of any day during which they attend mandatory training sessions.
- In addition to being placed on administrative leave (AD) at their regular assignments on days during which they support the Elections Department, job basis employees receive additional AD on a one-for-two basis – one hour of AD for every for every two hours worked *in excess of* their regular work schedules (i.e., a job basis employee working ten hours on a weekday at an Early Voting site would typically receive one hour of additional administrative leave for that day in compensation for the two hours worked in addition to the

regular eight-hour workday.) This only applies to the total hours worked on one day in addition to the usual total number of hours worked on that day – that is, job basis employees do not receive additional AD for Monday (Election Eve) duties of less than eight hours.

COUNTY EMPLOYEES – NON-JOB BASIS

| Position | Flat Fee (per Election Day – 14-hour rate) |
|-------------------------------------|---|
| ELECTION BOARD | |
| Clerk 2 | \$154.50 |
| Clerk 1 | \$133.90 |
| Assistant Clerk | \$103.00 |
| Inspector | \$87.55 |
| Deputy Sheriff (Poll Deputy) | \$87.55 |
| Standby | \$15.45 |
| Election Specialist (ES) | \$123.60 |
| Administrative Troubleshooter (ATS) | \$133.90 |

- Employees involved in opening procedures on the Monday night prior to an election receive a pro-rated fee based on four hours of a the 14-hour daily rates listed above. These pro-rated Monday night fees are:
 - Clerk 2: \$44.14
 - Clerk 1: \$38.26
 - Assistant Clerk: \$29.43
 - Inspector: \$25.01
 - Deputy Sheriff (Poll Deputy): \$25.01
 - Election Specialist (ES): \$35.31
 - Administrative Troubleshooter (ATS): \$38.26
- Employees in all classifications listed above are paid an additional flat fee of \$15.45 for attending a mandatory training session.
- County employees working at Early Voting sites receive the Election Day fee per day up to a maximum of \$300 per election cycle.
- Non-job basis employees are excused from their regular County assignments for any day during which they provide services to the Elections Department and for *portions* of any day during which they attend mandatory training sessions.
- In addition to being placed on administrative leave (AD) at their regular assignments on days during which they support the Elections Department, non-job basis employees receive overtime based on their regular rate of

compensation and in accordance with their collective bargaining agreements for each hour worked *in excess of* their regular work schedules.

NON-COUNTY EMPLOYEES

| Position | Flat Fee (per Election Day – 14-hour rate) |
|---------------------------------|---|
| ELECTION BOARD | |
| Clerk 2 | \$154.50 |
| Clerk 1 | \$133.90 |
| Assistant Clerk | \$103.00 |
| Inspector | \$87.55 |
| Deputy Sheriff (Poll Deputy) | \$87.55 |
| Standby | \$15.45 |
| Election Specialist (ES) | \$123.60 |

- Individuals involved in opening procedures on the Monday night prior to an election receive a pro-rated fee based on four hours of a the 14-hour daily rates listed above. These pro-rated Monday night fees are:
 - Clerk 2: \$44.14
 - Clerk 1: \$38.26
 - Assistant Clerk: \$29.43
 - Inspector: \$25.01
 - Deputy Sheriff (Poll Deputy): \$25.01
 - Election Specialist (ES): \$35.31
 - Administrative Troubleshooter (ATS): \$38.26
- Pollworkers in all classifications listed above are paid an additional flat fee of \$15.45 for attending a mandatory training session.
- For non-County employees assigned to Early Voting sites, the daily flat fees apply for the duration of the Early Voting period.